

Task List

MEDICAL RECORDS

Student _____ Department _____

The student will read and study departmental policy and procedure manuals for MEDICAL RECORDS. The student will either observe or aid in the performance of the following activities.

Activities	Observed	Aided	Date
1. Preparing charts for new patients			
2. Checking medical charts for completeness and correct order			
3. Filing folders by method used in health care facility			
4. Preparing lists of vital statistics (birth and deaths)			
5. Preparing daily and periodic admission and discharge statistics			
6. Coding diseases and operations according to classification and entering codes on medical records			
7. Maintaining records of requests for charts and identification of person requesting			
8. Copying equipment			
9. Using computers to complete, maintain, and store records			
10. Using a Dictaphone			
11. Using devices such as microfiche to copy and store medical records			
12. Medicare Forms			
13. Procedures for conforming to standards defined by Joint Commission on Accreditation of Hospitals			
14. Ensuring confidentiality of information contained in patient's charts			
15. Other			

Facility Supervisor Signature _____

Student Signature _____